SEMIANNUAL REPORT OF ACCOMPLISHMENTS
IN THE USE AND MANAGEMENT OF ADP
(Reference: BOB Circular A-79)

1st half of FY **69**

ADP Unit ___**0403 (OTR)**___ Period Covered XXXXXXXXXXXX

SECTION I. ACCOMPLISHMENTS IN THE USE OF DIGITAL COMPUTERS

Describe significant accomplishments with computer-based systems (i.e., computer applications) which were initiated or revised significantly during the report period.

Furnish the information in Parts A and B for each such application separately.

PART A. DESCRIPTION OF COMPUTER-BASED SYSTEM

Agency Program Supported

Category __**Program wide**__
Subcategory __**Training**__
Element ____**Agency Training Records and Statistics**__
(Subelement, project, etc., if appropriate) _____

Target Categories and Target Functions:

Target function of the Agency Training Record is to provide an Agency wide record of individual employee training records, specific courses taken and facilities employed. Statistically Agency managerial personnel are provided information on workload, component participation and breakdowns on types of   System Description. Explicitly describe the system and what**training** completed.   it achieves (50 words or less).

Agency training data is received and processed by OTR for OCS. The OCS then prepares a series of printouts broken down in a variety of formats including (a) alpha runs for all Agency employees, break down by Service Designation, Office, Course titles, external training, facilities, and a statistical report showing student days and numbers of students by various training categories for each Directorate major component. Portions of this are produced with a 7 year cutoff.

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PART B. BENEFITS (Explain under one or more of the categories
below.)

> Manpower. Cite net manpower savings for the customer
> (user); indicate whether actual or projected (best
> estimate).

Use of these prints largely eliminates the necessity of keeping manual records
and in large part reduces time spent in production of training statistics.
Manpower savings are therefore spent between OTR and some 50 using training
officers. The annual savings in manpower in OTR approximate 1 man year,*

> Dollars. Cite net dollar savings for the customer (user);
> indicate whether actual or projected (best estimate).

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> Service. Explain improvements in service achieved.

(a). The various formats in the ATR provide the critical information necessary
to training officers and managers required to do employee career planning.
The statistical information concerning training is vital in allocation of
human and fiscal resources. (b). The scope of the training formats is such**

> Achievements. Explain accomplishments not feasible without
> a computer.

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Other Benefits. Explain

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*cost approximately $6,000. While the savings in the components are more
diffuse, it is estimated they approximate 3 man years or about $40,000.

**that it would be virtually impossible to duplicate manually. The accuracy,
currency would not be acheivable manually without computerization. There is
little question that the computerized records and statistics are a major
management tool in meeting important Agency goals.

-2-